

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 4, 2004

Regulation Package #1202-32

CDSS MANUAL LETTER NO. SS-03-01

TO: HOLDERS OF THE SOCIAL SERVICE STANDARDS MANUAL, DIVISION 30

Regulations Package #1202-32**Effective 11/1/03**

Sections 30-002, 30-501, 30-502, 30-503, 30-504, 30-505, 30-506, 30-507, 30-900, 30-901, 30-902, 30-903, 30-904, 30-905, 30-906, 30-907, 30-908, 30-909, 30-910, 30-911, 30-912, 30-913, 30-914, 30-915, 30-916, 30-917, 30-918, 30-919, and 30-920

This manual letter has been posted on the Office of Regulations Development website at http://www.dss.cahwnet.gov/ord/SocialServ_620.htm.

The proposed regulations address four separate though related elements: The Independent Living Program (ILP), the Transitional Independent Living Plan (TILP), the Transitional Housing Placement Program (THPP), and the Transitional Housing Program (THP)-Plus.

The California Legislature passed Senate Bill (SB) 933 (Chapter 311, Statutes of 1998), which extended ILP services to all eligible foster care youth up to the age of 21 years and gave counties the option of providing ILP services to younger youth.

All eligible foster care youth are permitted but not required to participate in the ILP. However, all foster care youth 16 years old and older must have a TILP whether or not they are participating in the ILP. The TILP is a federally mandated written plan developed by the counties in collaboration with each youth and included in the case plan. The TILP identifies the youth's current level of functioning, emancipation goals and the specific skills needed to prepare the youth to live independently upon leaving foster care. The Chafee Foster Care Independence Act of 1999 and Assembly Bill (AB) 1979 (Chapter 271, Statutes of 2002) enacted provisions that impact TILP requirements.

The THPP is a program under which supervised youth live independently while attending high school and learning the skills of daily living. AB 1198 (Chapter 799, Statutes of 1993) established the pilot THPP. AB 2774 (Chapter 873, Statutes of 1998) allowed THPP statewide implementation, and AB 427 (Chapter 125, Statutes of 2001) broadened the THPP eligibility to include youths age 16 and expand permissible housing models.

The THP-Plus originated as a housing program for young adults who have emancipated from foster care and are receiving financial assistance through the Supportive Transition Emancipation Program (STEP). THP-Plus was established by AB 427, which mandated emergency regulations to implement both THPP and THP-Plus provisions. The two programs (THP-Plus and STEP) were delinked by AB 1119 so that it is no longer required to be a STEP participant to access THP-Plus.

These regulations were adopted on an emergency basis effective on November 1, 2003 and were considered at the Department's public hearing held on December 17, 2003.

FILING INSTRUCTIONS

Revisions to all manuals are indicated by a vertical line in the left margin. The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing Social Service Standards changes was SS-01-01.

Page(s)

2
4, 5 and 5.1
6 and 7
10 and 11
46.1 through 46.7
151 through 173

Replace(s)

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Pages 4 and 5
Pages 6 and 7
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SOCIAL SERVICES STANDARDS

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Chapter 30-200	Entire chapter renumbered to Division 31 by CDSS Manual Letter No. CWS-93-01, effective 7/1/93
Chapter 30-300	Reimbursement for Voluntary Family Reunification Services
Chapter 30-400	Entire chapter renumbered to Division 31 by CDSS Manual Letter No. CWS-93-01, effective 7/1/93
Chapter 30-500	Service Program No. 5: Independent Living Program
Chapter 30-600	Service Program No. 6: Out-of-Home Care for Adults
Chapter 30-700	Service Program No. 7: In-Home Supportive Services
Chapter 30-800	Repealed by CDSS Manual Letter No. SS-01-01, effective 10/19/01
Chapter 30-900	Service Program No. 9: Transitional Housing Placement Program

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DIVISION 30 SOCIAL SERVICES STANDARDS

CHAPTER 30-000 SERVICE PROGRAMS ADMINISTERED BY COUNTY WELFARE DEPARTMENTS

- .1 Notwithstanding the wording used herein addressing the contents to primary service providers, the requirements of this Division are equally binding upon all agencies, public and private, engaged in the delivery of social services, whether directly or by contract, subcontract or other formal agreement, coming under the supervisory purview of the designated Single State Agency for social services funded under Title XX and Title IV-B of the Social Security Act.
- .2 All social services covered by these regulations shall be either mandated or optional and shall be organized and set forth in the form of service programs as specified within this Division.

30-001 GENERAL 30-001

- .1 Goals shall be those designated in Title XX of the Social Security Act, toward which all services funded under that Title must be directed.
 - .11 There shall be five goals:
 - .111 Goal No. 1: Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency.
 - .112 Goal No. 2: Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.
 - .113 Goal No. 3: Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests; or preserving, rehabilitating or reuniting families.
 - .114 Goal No. 4: Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less-intensive care.
 - .115 Goal No. 5: Securing referral or admission for institutional care when other forms of care are not appropriate; or providing services to individuals in institutions.
 - .12 Service activities, resources and support provided to an individual under any service program shall be directly only toward the goals specified for that service program in this division, subject to the requirements specified in Section 30-009.2.

30-002	DEFINITIONS	30-002
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- a. (1) "Assessment" means a written document which contains information relevant to the case situation and an appraisal of case services needs.
- b. Reserved
- c. (1) "County" means a county welfare or social services department.
 - (2) "County of Jurisdiction" means the county where the court with jurisdiction over the dependency, wardship, or guardianship of a child is located.
 - (3) "County of Residence" means the county in which the child resides.
- d. (1) "Department" means the California Department of Social Services (CDSS).
- e. (1) "Eligible" means entitled to receive necessary services.
 - (A) "Income eligible" means entitled on the basis of having gross annual family income which does not exceed 80 percent of the median income for California for a family of four, adjusted for consideration of family size.
 - (B) "Status eligible" means entitled on the basis of being a Supplemental Security Income/State Supplementary Program (SSI/SSP) or Aid to Families with Dependent Children (AFDC) program recipient.
- (2) "Emancipated Youth" means, young adults who are former foster/probation children who have left foster care because they have reached at least 18 years of age and up to the day prior to their 21st birthday.
- f. (1) "Family", for income eligibility purposes, means a basic family unit which resides in the same household, and which consists of one or more children, if any, and adults who are related by blood, marriage including common-law, or adoption. The following are considered one-person families: (1) unrelated adults residing together; (2) related adults other than spouses residing together; (3) children residing with nonlegally responsible relatives; (4) children living under the care of unrelated persons; and (5) emancipated minors.
- g. Reserved
- h. Reserved

30-002	DEFINITIONS (Continued)	30-002
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- i. (1) "Independent Living Program (ILP)" means the program, as defined in Section 477 of the Social Security Act, administered by counties with oversight by the Department to provide services and activities to assist eligible children up to the day prior to their 21st birthday to prepare them to live independently.
- (2) "Independent Living Program Coordinator" means the individual who is either an employee of the county or its designee/contractor and who is responsible for administering the Independent Living Program.
- j. Reserved
- k. Reserved
- l. (1) "Legally Emancipated Minor" means, for the purpose of the Independent Living Program, a youth under 18 years of age who has left foster care because he/she has reached emancipation by meeting any of the following:
 - (A) The person has entered into a valid marriage whether or not the marriage has been dissolved;
 - (B) The person is on active duty with the armed forces of the United States; or
 - (C) The person has received a declaration of emancipation pursuant to Family Code Section 7000.
- m. (1) "Median income for California" means the median income for a particular year for a California family of four, as specified by the United States Secretary of Health and Human Services.
- n. Reserved
- o. Reserved

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30-002	DEFINITIONS (Continued)	30-002
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- p. (1) "Primary service provider" or "primary" means a county welfare department or other entity to which the state department has directly delegated the responsibility for administering the delivery of social services. The term does not include any public or private agency or person under contract for the provision of services.
- q. Reserved
- r. (1) "Reassessment" means a written document which reviews all past assessments and examines the current condition of the recipient and his/her family. The reassessment is used to evaluate the effectiveness of the current service plan, and to review the progress that has been made toward achieving the objectives identified in the service plan.
- (2) "Recipient" means a child or adult receiving social services, including an applicant for such services when clearly implied by the context of the regulations.
- (A) "Primary recipient" means a person with or for whom a specific goal is established, and to whom services are provided for the purpose of goal achievement. Services are considered to be provided to the primary recipient when they are provided to, or on behalf of, other members of the primary recipient's family in order to facilitate goal achievement.
- (B) "Recipient of AFDC" means a dependent child, parent of the child, needy caretaker relative of the child, or spouse of the parent whose needs are met in whole or in part by a cash money payment under the state AFDC program in accordance with Title IV-A of the Social Security Act; and a person whose needs are taken into consideration in determining the needs of AFDC recipients.
- (C) "Recipient of SSI/SSP" means an aged, blind or disabled person who receives a cash money payment made by the United States Social Security Administration under the provisions of Title XVI of the Social Security Act.
- (3) "Representative" means a person, including but not limited to an attorney, relative, or friend, authorized by the recipient to act on his/her behalf. The term also includes such persons when authorized by a party to a grievance review, or by specified administrative review hearing participants, to act for and represent that party or participant in any and all aspects of a grievance procedure or administrative review hearing.

30-002	DEFINITIONS (Continued)	30-002
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- s. (1) (A) "Initial intake" means investigating the circumstances and facts regarding a referral for emergency response services to determine the potential for or existence of any condition(s) which places children at risk and in need of services; and to determine the services which would best serve and protect the children's interest and welfare.
- (2) "Service plan" means a written document which is developed based upon the assessment; and in which social services staff and the recipient and/or his/her family identify a specific goal; the specific services to be used in resolving identified problems; and service delivery methods.
- (3) "Service program" means a set of social services functions organized around a unifying theme, directed at meeting specific needs within the eligible population. Service programs are directed at the goals specified in Section 30-001.1.
- (A) "Mandated service program" means a program which is provided in all geographical areas of the state in accordance with the provisions of the various chapters of this division. The mandated service programs include the following:
- (i) Service Program No. 1: Information and Referral (Chapter 30-050)
 - (ii) Service Program No. 6: Out-of-Home Care for Adults (Chapter 30-600)
 - (iii) Service Program No. 7: In-Home Supportive Services (Chapter 30-700)
 - (iv) Service Program No. 8: Protective Services for Adults (Chapter 30-800)

30-002	DEFINITIONS (Continued)	30-002
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(C) "Utilization of volunteers" means using the services of person not employed or paid by the primary in order to give a variety of services to recipients which could not otherwise be supplied. The volunteer effort may be initiated and supervised by social services staff, or it may be organized and operated by a nonprofit human service group within the community. The actual activities performed vary and depend upon statutory mandates, local needs, and the supply of volunteers. Volunteers are used solely to supplement the efforts of persons employed and paid by the primary.

t. (1) "Transitional Independent Living Plan (TILP)" means the written service delivery plan, available on the Child Welfare Services Case Management Services (CWS/CMS) that identifies the youth's current level of functioning, emancipation goals and the specific skills needed to prepare the youth to live independently upon leaving foster care. The plan is mutually agreed upon by the youth and the social worker/probation officer.

u. Reserved

v. Reserved

w. Reserved

x. Reserved

y. Reserved

z. Reserved

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: 42 USC Section 675; 45 CFR Part 1340.15(b); Section 11165.2, Penal Code; and Sections 300(b), 366.3, 10553, 10800, 11008.15, and 16506.1, Welfare and Institutions Code; and Section 265, Civil Code.

30-004	PERSONS SERVED	30-004
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Each service program shall be made available to persons who meet requirements relating to both of the following:

.1 Eligibility.

.11 All persons without regard to income are eligible for Information and Referral Services (30-050), Emergency Response (30-100) and Protective Services for Adults (30-800).

30-004	PERSONS SERVED (Continued)	30-004
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- .12 (Repealed by ML #81-55).
- .13 Persons eligible for In-Home Supportive Services are specified in 30-700.
- .14 Persons eligible for all other mandated services are as follows:
 - .141 Income Eligibles as defined in 30-002.5.
 - .142 Status Eligibles as defined in 30-002.5.
- .15 Persons eligible for optional services are specified in CASP.
- .2 Need.

Unless otherwise specified within the chapter governing a particular service program, any eligible person who requests the services of an identified program shall be considered to be in need of such services until an assessment of actual needs has been made. Thereafter, information developed in the assessment shall be the principal determination in the provision or denial of services.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 10553 and 10554, Welfare and Institutions Code.

30-006	PURPOSES AND CONDITIONS OF PROGRAM ELEMENTS	30-006
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- .1 Each service program, whether mandated or authorized, shall state the minimum purposes to be served by each of its component service activities and service funded resources and any special conditions which may govern their applications.
- .2 Although the components of each service program shall be generally available, the use of any single element shall be determined by the recipient's specific needs and the Primary's resources to meet these needs.

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CHAPTER 30-500 SERVICE PROGRAM NO. 5: INDEPENDENT LIVING PROGRAM

30-501 GENERAL 30-501

- .1 The purpose of the Independent Living Program is to provide services and activities to assist all eligible youth to prepare to live independently.
- .2 Independent Living Programs shall be designed to deliver services and utilize funds only for the purposes specified in this chapter.
- .3 Independent Living Program funds shall not be used to supplant any other funds which are available for the same general purpose.

NOTE: Authority cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code. Reference: Sections 366, 706.6, 727.2 and .3, 10609.4, 16501, and 16501.5, Welfare and Institutions Code; and 42 U.S.C. Sections 675 and 677.

30-502 SPECIAL DEFINITIONS 30-502

- (a) Reserved
- (b) Reserved
- (c) (1) “County Plan” means, for the purpose of the Independent Living Program, a written document that describes the county programs goals and objectives to meet the services needs and activities of ILP youth.
- (d) Reserved
- (e) Reserved
- (f) (1) “Foster Care” means 24 hour substitute care for children placed away from their parents or guardians and for whom the state or county agency has placement and care responsibility. A child is considered to be in foster care, for the purposes of the ILP, if he/she is likely to remain in foster care until age 18.
- (g) Reserved
- (h) Reserved
- (i) Reserved

30-502	GENERAL (Continued)	30-502
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- (j) Reserved
- (k) Reserved
- (l) Reserved
- (m) Reserved
- (n) Reserved
- (o) Reserved
- (p) Reserved
- (q) Reserved
- (r) Reserved
- (s) Reserved
- (t) Reserved
- (u) Reserved
- (v) Reserved
- (w) Reserved
- (x) Reserved
- (y) (1) "Youth" means, for the purpose of the Independent Living Program, children 16 years of age up to the day prior to their 21st birthday.
- (z) Reserved

NOTE: Authority cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code; and Section 1559.110, Health and Safety Code. Reference: Sections 366, 706.6, 727.2 and .3, 10609.4, 16501, and 16501.5, Welfare and Institutions Code; and 42 U.S.C. Sections 675 and 677.

30-503	COUNTY PLANS AND REPORTING REQUIREMENTS	30-503
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- .1 County agencies shall collect and report client data, program activities, and costs including, but not limited to, the SOC 405A (Rev. 10/02) and the Annual ILP Narrative Report and Plan. These reports shall confirm that expenditures were specific to the purpose of ILP and meet federal and state requirements against fraud and abuse. The counties shall also include a plan for program improvements.

NOTE: Authority Cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code. Reference: Sections 366, 706.6, 727.2 and .3, 10609.4, 16501, and 16501.5, Welfare and Institutions Code; and 42 U.S.C. Sections 675 and 677.

30-504	SERVICE DELIVERY METHODS	30-504
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- .1 Independent living services shall be provided to all eligible youth, based on the needs, services and goals identified in the most recently completed Transitional Independent Living Plan (TILP).

NOTE: Authority Cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code. Reference: Sections 366, 706.6, 727.2 and .3, 10609.4, 16501, and 16501.5, Welfare and Institutions Code; and 42 U.S.C. Sections 675 and 677.

30-505	ELIGIBILITY STANDARDS	30-505
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- .1 Eligibility for the ILP shall be determined pursuant to the requirements set forth in Section 31-525. Eligibility shall not be determined by outside agencies such as contractors and vendors.

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- .11 Welfare and Institutions Code Section 16501(c) specifies, in part, as follows:
- .111 Counties shall not contract for needs assessment, client eligibility determination, or any other activity as specified by regulations of the State Department of Social Services, except as specifically authorized in Section 16100.

HANDBOOK ENDS HERE

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16501(c), Welfare and Institutions Code; and 42 U.S.C. Section 677.

30-506	COUNTIES' RESPONSIBILITIES	30-506
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- .1 Counties shall administer the county Independent Living Program (ILP) and shall adhere to all reporting requirements including, but not limited to, the SOC 405A (Rev. 10/02) and the Annual ILP Narrative Report and Plan.
- .2 The county of jurisdiction shall be financially responsible for provision of ILP services for eligible foster/probation youth.
- .3 The county of an emancipated youth's last jurisdiction shall be financially responsible for provision of the ILP.
- .4 The county in which the youth resides shall ensure that eligible youth are given the opportunity to participate in the ILP regardless of whether the youth is residing in their county of jurisdiction. This also applies to emancipated youth who are awaiting the county of last jurisdiction to complete the fiscal and/or administrative process to fund the ILP services that they are receiving.
 - .41 For dependent youth or wards placed out of county, the county of the youth's jurisdiction shall collaborate with the county of placement to ensure that eligible youth receive ILP core services, based upon the youth's most recent TILP. These ILP core services shall be initiated at least 10 working days from the date of the most recently completed TILP, or as soon as practically possible, as documented in the TILP.
 - .42 The county of residence shall collaborate with the county of last jurisdiction to provide emancipated youth with ILP core services within 10 working days from the date of most recently completed TILP and/or the youth's written request for services, or as soon as practically possible, as documented by the county of residence.
 - .43 The ILP of the county of residence shall, within 72 hours or sooner if needed, provide referral services to emancipated youth who have an immediate, urgent, need for food, shelter or clothing services.
 - .44 No core services shall be denied or delayed to an eligible youth because the county of jurisdiction has not completed the fiscal and/or administrative process to fund ILP services.
- .5 Counties shall offer and provide ILP core services as identified in MPP Section 31-236 to emancipated youth, legally emancipated minors, and KinGap youth who are otherwise eligible.
- .6 Counties shall collaborate with other public and private agencies to ensure the availability of core services identified in MPP Section 31-525 and shall not duplicate or replace services that are available through other agencies, programs or funding sources.

30-506	COUNTIES' RESPONSIBILITIES (Continued)	30-506
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- .7 Counties shall expend not more than 30% of their ILP allocation, for a fiscal year, for room and board for eligible emancipated youth up to 21 years of age.
- .8 Counties shall ensure that none of their ILP allocation will be expended for room and board for any child who has not attained 18 years of age.
- .9 Counties shall ensure that benefits, services, and treatment are fair and equitable to all eligible youth and shall provide core services as identified in MPP Section 31-525 based on individual needs and goals as documented in the TILP.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 358.1(b), 366, 706, 727.2, 11215, 16500.1, 16500.5, 16501, 16502.1, and 18987.6, Welfare and Institutions Code; and 42 U.S.C. Sections 675 and 677.

30-507	EMANCIPATED YOUTH STIPEND	30-507
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- .1 Independent Living Program (ILP) Coordinators may utilize the Emancipated Youth Stipend to provide assistance to emancipated youth who are eligible for the ILP pursuant to Welfare and Institutions Code Section 10609.3.

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- .11 Welfare and Institutions Code Section 10609.3(e) states:
 - “(1) Effective July 1, 2000, the department, in consultation with the Independent Living Program Strategic Planning Committee, shall develop and implement a stipend to supplement and not supplant the Independent Living Program. To qualify for this stipend, a youth shall be otherwise eligible for the Independent Living Program, have been emancipated from foster care to live on his or her own, and be approved by the county. The stipend may provide for, but not be limited to, assisting the youth with the following independent living needs:
 - “(A) Bus passes.
 - “(B) Housing rental deposits and fees.

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- “(C) Housing utility deposits and fees.
- “(D) Work-related equipment and supplies.
- “(E) Training-related equipment and supplies.
- “(F) Education-related equipment and supplies.
- “(2) Notwithstanding Section 10101, the state shall pay 100 percent of the nonfederal costs associated with the stipend program in paragraph (1), subject to the availability of funding provided in the annual Budget Act.”

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NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 10609.3(e)(1), Welfare and Institutions Code.

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**SOCIAL SERVICES STANDARDS
SERVICE PROGRAM NO. 9: THPP**

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CHAPTER 30-900 SERVICE PROGRAM NO. 9: TRANSITIONAL HOUSING PLACEMENT PROGRAM

30-900 GENERAL 30-900

- .1 Services provided under this program shall be directed to the achievement of goals I, II, III, and IV designated in MPP Section 30-001.21.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 10609.3, 11403.2, and 16522(a), Welfare and Institutions Code.

30-901 SPECIAL DEFINITIONS 30-901

- (a) (1) “Agency” means the licensee or the county-certified Transitional Housing Placement Program (THPP) provider.
- (2) “Agency Amount” means that portion of the THPP rate the agency may retain for the proper and efficient administration of the Transitional Housing Placement Program.
- (b) (1) “Budget” means the itemized list of expenses that describes the use of the rate amount for THPP participants and/or THP-Plus tenants.
- (c) (1) “County Certificate of Approval” means the document issued by the county that indicates approval and authorization of an agency’s THPP plan.
- (d) (1) “Department-Approved County THPP Plan” means a county THPP plan that is submitted by the county to, and approved by, the Department.
- (e) Reserved
- (f) (1) “Facility” means all components of the THPP facility including administrative functions and the operation of the THPP unit.
- (g) Reserved
- (h) Reserved
- (i) Reserved
- (j) Reserved

30-901	SPECIAL DEFINITIONS (Continued)	30-901
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- (k) Reserved
- (l) (1) "Licensee" means the entity licensed by Community Care Licensing that has the authority and responsibility for the operation of the THPP facility for dependent foster/probation children pursuant to Welfare and Institutions Code Section 11403.2(a)(1).
- (m) Reserved
- (n) Reserved
- (o) Reserved
- (p) Reserved
- (q) Reserved
- (r) (1) "Rental Amount" means the monthly cost of procuring a THPP unit.
- (s) (1) "Social Work Administrative Costs" means those non-federally allowable expenses attributable to the duties of social workers employed by licensees to provide services to THPP participants.
- (2) "Supportive Transition Emancipation Program (STEP)/Transitional Housing Program-Plus (THP-Plus) Transitional Independent Living Plan (TILP)" means the form STEP 8 (Rev. 7/02) designed by the Department upon which the tenant describes his/her current level of functioning, emancipation goals, and skills needed to facilitate a successful transition to adulthood.
- (t) (1) "Tenant" means a young adult who is a former foster/probation youth and who is participating in a THP-Plus pursuant to Welfare and Institutions Code Section 11403.2(a)(2).
- (2) "Transitional Housing Placement Program (THPP)" means a community care facility licensed by the Department and includes all components of the program that provides supervised housing and supportive services for eligible dependent foster/probation youth as specified in Welfare and Institutions Code Section 11403.2(a)(1).
- (3) "Transitional Housing Placement Program (THPP) Participant" means a dependent foster/probation youth placed in a THPP unit as specified in Welfare and Institutions Code Section 11403.2(a)(1); and may also be referred to in these regulations as "participant."

30-901	SPECIAL DEFINITIONS (Continued)	30-901
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- (4) “Transitional Housing Placement Program (THPP) Unit” means the residence where the participant or tenant resides; and may also be referred to in these regulations as “unit.”
- (5) “Transitional Housing Program-Plus (THP-Plus)” means a transitional housing placement program not licensed by the Department, but, certified by counties to provide housing and supportive services, as needed, to THP-Plus tenants pursuant to Welfare and Institutions Code Section 11403.2(a)(2).
- (6) “THP-Plus Agency” means a county-certified agency that provides transitional housing for young adults who are emancipated foster/probation youth to age 21 pursuant to Welfare and Institutions Code Section 11403.2(a)(2).
- (u) Reserved
- (v) Reserved
- (w) Reserved
- (x) Reserved
- (y) (1) “Youth Allowance” means that portion of the rate paid by the provider to each foster/probation youth participating in the THPP pursuant to Welfare and Institutions Code Section 11403.2(a)(1).
- (z) Reserved

NOTE: Authority cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code; and Section 1559.110, Health and Safety Code. Reference: Sections 366, 706.6, 727.2 and .3, 11403(a)(2), 10609.4, 16501, and 16501.5, Welfare and Institutions Code; Section 1559.110, Health and Safety Code; and 42 U.S.C. Sections 675 and 677.

30-902	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) PURPOSE	30-902
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- .1 The purpose of the Transitional Housing Placement Program (THPP) is to provide independent living opportunities for eligible participants to practice life skills in a safe environment to ease the transition from dependence to self-sufficiency through supervised housing and supportive services.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522, Welfare and Institutions Code and Section 1559.110(f), Health and Safety Code.

30-903	PERSONS SERVED BY TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP)	30-903
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- .1 Participants of THPP are those eligible children 16 to 18 years of age (except as provided in Welfare and Institutions Code Section 11403) who are eligible for AFDC-Foster Care benefits and who meet the requirements of Welfare and Institutions Code Section 16522.2(a).

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403 and 16522.2(a), Welfare and Institutions Code.

30-904	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) RATES	30-904
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- .1 Pursuant to Welfare and Institutions Code Section 11403.3(a)(1), a county whose THPP plan has been approved by the Department prior to June 30, 2001 is approved to receive the base rate approved as of that date. If a county did not have an approved THPP plan as of June 30, 2001, the base rate per participant will be \$2,100 per month. A county may elect to pay an additional amount according to the following:
- .11 The additional amount shall not cause the total rate to exceed 75% of the average AFDC-FC payment the county pays to group homes for foster youth 16 to 18 years of age.
- .12 Funding of the additional amount shall be subject to the sharing ratios as specified in Welfare and Institutions Code Section 15200(c).
- .13 The state portion of the additional amount shall be subject to the availability of the Transitional Housing for Foster Youth Fund.
- .14 If the Transitional Housing for Foster Youth Fund is depleted, the county shall pay the state share of the additional amount.

30-904	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) RATES (Continued)	30-904
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- .2 The county may pay the agency a rate less than the rate approved by the Department.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403.3(a)(1) and (b), Welfare and Institutions Code.

30-905	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) LICENSING REQUIREMENTS	30-905
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- .1 All THPP agencies that have the authority and responsibility for the operation of the THPP facility for dependent foster/probation children pursuant to Health and Safety Code Section 1559.110(a) shall be licensed by the Department's Community Care Licensing Division.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 1559.110(a), Health and Safety Code.

30-906	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) COUNTY PLANS	30-906
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- .1 Counties that intend to certify THPP agencies shall:
- .11 Provide CDSS with the information required to set a rate pursuant to Welfare and Institutions Code Section 11410.
- .12 Develop and submit a plan to CDSS which meets the requirements of Welfare and Institutions Code Sections 16522-16522.6 including, but not limited to, the following information:
- (A) Projected caseload;
 - (B) Modes of service delivery the county intends to use;
 - (C) Estimated per-participant monthly budget which will not exceed the approved county rate;
 - (D) A plan for providing reports including statistical, budgetary, occupancy and Transitional Independent Living Plan (TILP) data to the Department;
 - (E) A plan for providing oversight, evaluation, and monitoring of the programs the county certifies pursuant to Section 30-910 (Reporting Requirements);

30-906	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) COUNTY PLANS (Continued)	30-906
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- (F) Assurances that the program serves only eligible children 16 to 18 years of age (except as provided in Welfare and Institutions Code Section 11403) who are eligible for AFDC-Foster Care benefits and who meet the requirements of Welfare and Institutions Code Section 16522.2;

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- (1) Welfare and Institutions Code Section 16522.2 states:

“Persons may participate in the supervised transitional housing placement programs only with the permission of both the independent living program of the county in which the program is located and the county department of social services or the county probation department that has custody of that person.”

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- (G) Assurances that the program will not discriminate on the basis of race, gender, sexual orientation, or disability; and that youths who are wards of the court under Welfare and Institutions Code Section 602 and/or receiving psychotropic medications shall be eligible for consideration in the program and shall not be automatically excluded due to these factors.
- (H) Assurances that the county Independent Living Program (ILP) coordinator shall participate in the screening of THPP candidates and assist the licensee in the supervision of the participants;
- (I) Assurances that the housing utilized by the program is served by public transportation to enable participants' reasonable access to schools, employment, appropriate supportive services, shopping and medical care;
- (J) A description of how services and assistance will be provided to enable participants to meet their TILP emancipation goals pursuant to Section 31-236;
- (K) A description of the county's standards for certification of agency programs that, at a minimum, includes the certification standards described in Section 30-911; and
- (L) A description of the participant application process.
- .2 County THPP plans shall be reviewed by the Department and be approved based upon the criteria set forth in Section 30-906.12 et seq. Upon receipt of the Department's letter of approval, the county may review and certify agency plans.

30-906	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) COUNTY PLANS (Continued)	30-906
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NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 16522.1, 16522.2, 16522.5, and 16522.6, Welfare and Institutions Code and Sections 1559.110 and 1159.115, Health and Safety Code.

30-907	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) SERVICE DELIVERY METHODS	30-907
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- .1 The three modes of program service delivery are those that allow participants to live:
 - .11 In an apartment, single-family dwelling, or condominium with an adult employee of the provider.
 - .12 In an apartment, single-family dwelling, or condominium rented or leased by the provider located in a building in which one or more adult employees of the reside and provide supervision, and
 - .13 To live independently in an apartment, single-family dwelling, or condominium rented or leased by a provider, if the Department provides approval and the participants are supervised by the agency's employees.
- .2 These three modes include the "host site family" and "remote site" models as described in the California Code of Regulations (CCR) Title 22, Sections 86001(h)(3) and (r)(1).

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- .21 CCR Title 22 Sections 86001(h)(3) and (r)(1) state:
 - "(h)(3) "Host Family" is a variant of the remote site model and means a living situation where the THPP participant resides in a single housing unit with one or more adults approved by the THPP."
 - "(r)(1) "Remote Site Model" means a single housing unit where the participant lives independently and where licensee staff do not live in the same building as the participant."

HANDBOOK ENDS HERE

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522(d), Welfare and Institutions Code.

30-908	PERMISSION NECESSARY FOR TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) PARTICIPATION	30-908
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- .1 The county department of social services or the county probation department that has custody of the child and the ILP coordinator in the county in which the child is placed must approve the child's placement into THPP.
- .2 Review of a child's TILP for appropriateness of the THPP placement is necessary prior to approval of the child's placement.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522, Welfare and Institutions Code.

30-909	TRANSITIONAL INDEPENDENT LIVING PLANS (TILPs) FOR TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) PARTICIPANTS	30-909
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- .1 Transitional Independent Living Plans (TILP) for participants shall meet the requirements of Section 31-236.

NOTE: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 366.3, 706.6, 11155.5, and 16501.1, Welfare and Institutions Code.

30-910	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) REPORTING REQUIREMENTS	30-910
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- .1 Counties shall prepare an annual report in the format required by the Department including, but not limited to, expenditures, occupancy, and participant data. Upon request, counties shall also supply information, in addition to that in the annual report, to the Department as needed.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522.6, Welfare and Institutions Code.

30-911	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) CERTIFICATION STANDARDS	30-911
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- .1 Each THPP agency's program plan shall, at a minimum, include the following:
- (a) Assurances that the program will only serve eligible participants as defined in Section 30-903.1;
 - (b) Assurances that the program will not discriminate on the basis of race, gender, sexual orientation, or disability and that youth who were wards of the court as described in Welfare and Institutions Code Section 602 and youth receiving psychotropic medications shall be eligible for consideration in the program and shall not be automatically excluded due to these factors.
 - (c) Admission criteria for participants, including:
 - (1) Age,
 - (2) Previous placement history,
 - (3) Delinquency history,
 - (4) Medical problems,
 - (5) History of drug/alcohol abuse,
 - (6) Level of education,
 - (7) Mental health history, and
 - (8) Work experience;
 - (d) Assurances that each child admitted into the program has an appropriately updated TILP;
 - (e) A description of the agency's THPP with an explanation of how it will assist participants to accomplish the goals described in their TILP;
 - (f) Assurances that each participant actively participates in the county ILP program;
 - (g) Assurances that the agency employment policies include strict criteria regarding an employee's:
 - (1) Age,
 - (2) Drug/alcohol history,

30-911	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP)	30-911
	CERTIFICATION STANDARDS (Continued)	

- (3) Experience working with this age group,
 - (4) Criminal background checks, and
 - (5) A training program to educate employees about characteristics of persons in this age group placed in long-term care settings, and designed to ensure these employees can adequately supervise the counsel participants and provide them with training in independent living skills;
- (h) A detailed plan for:
- (1) Monitoring the placement of persons under the agency's care,
 - (2) Evaluating the participant's progress in the program, and
 - (3) Reporting to the ILP and to the county agency with jurisdiction;
- (i) Assurances that participants will be allowed the greatest amount of freedom possible and appropriate for their level of functioning in order to prepare them for self-sufficiency;
- (j) Assurances that the housing is served by public transportation to enable the participant's reasonable access to schools, employment, appropriate supportive services, shopping, and medical care;
- (k) Assurances that the agency shall collaborate with counties, social workers/probation officers, ILP coordinators, Student Aid Commission, Employment Development Department (EDD) One-Stop Career Centers, and other agencies and programs to provide support and services to enable the participants to complete the goals outlined on the TILP;
- (l) Assurances that every participant is enrolled with an EDD federal Job Training and Partnership Act (JTPA) Regional One-Stop Career Center;
- (m) A twenty-four hour emergency number provided to each participant;
- (n) A description of how each participant's progress will be evaluated.

30-911	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) CERTIFICATION STANDARDS (Continued)	30-911
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- (o) A description of efforts that will be made to track participants for at least two years after leaving the program;
- (p) A description of efforts that will be made to link participants with mentors;
- (q) A description of policies regarding:
 - (1) Education requirements,
 - (2) Visitors,
 - (3) Savings requirements,
 - (4) Personal safety,
 - (5) Emergencies,
 - (6) Medical problems,
 - (7) Disciplinary measures,
 - (8) Child care,
 - (9) Pregnancy,
 - (10) Curfew,
 - (11) Budgeting,
 - (12) Dating,
 - (13) Housekeeping,
 - (14) Decorating,
 - (15) Use of utilities/phone,

30-911	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) CERTIFICATION STANDARDS (Continued)	30-911
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- (16) Care of furnishings,
- (17) Transportation and vehicles,
- (18) Unauthorized purchases,
- (19) Work expectations,
- (20) Lending/borrowing money,
- (21) Grounds for termination that may include, but shall not be limited to, illegal activities or harboring runaways,
- (22) Disposition of furnishings when participants exit the program, and
- (23) Incorporation of applicable provisions of Welfare and Institutions Code Section 16522.1;
- (r) The budget form designed by the Department indicating the rate approved by the county that shall be equal to or lower than the rate approved for the county by the Department. It shall include the following six categories:
 - (1) Administrative salaries and overhead;
 - (2) Direct care staff;
 - (3) Social worker;
 - (4) Social work supervision;
 - (5) Administration attributable to social worker; and
 - (6) A youth allowance that includes, but is not limited to:
 - (A) Telephone,
 - (B) Rent,

30-911	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP)	30-911
	CERTIFICATION STANDARDS (Continued)	

- (C) Food,
 - (D) Clothing,
 - (E) Transportation cost,
 - (F) Miscellaneous expenses, and
 - (G) Utilities;
- (s) Any participant funds retained by the provider on behalf of the participant shall be deposited in an interest bearing savings account in any bank or savings and loan institution whose deposits are insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. The principal and interest shall be distributed to the participant when he/she leaves the program or earlier if permitted by the THP program guidelines.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522.1, Welfare and Institutions Code; and Sections 1559.110 and 1559.115, Health and Safety Code.

30-912	TRANSITIONAL HOUSING PROGRAM-PLUS (THP)-PLUS	30-912
	PROGRAM PURPOSE	

- .1 The purpose of the Transitional Housing Program (THP)-Plus is to assist emancipated youths as they move from dependency to self-sufficiency by providing youths with housing and supportive services.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522, Welfare and Institutions Code and Sections 1559.110 and 1559.115, Health and Safety Code.

30-913	PERSONS SERVED BY THE TRANSITIONAL HOUSING PROGRAM (THP)-PLUS	30-913
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- .1 Transitional Housing Program-Plus tenants are young adults who are former foster/probation youth who have emancipated from a county that has elected to participate in THP-Plus. THP-Plus tenants shall be at least 18 years of age and not yet 21 years of age, and shall be pursuing county-approved goals utilizing the Department developed STEP/THP-Plus TILP.
- .2 Tenants may remain in THP-Plus for a maximum of twenty-four cumulative months.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403.2(a)(2) and 16522, Welfare and Institutions Code and Section 1559.110(f), Health and Safety Code.

30-914	TRANSITIONAL HOUSING PLAN (THP)-PLUS RATES	30-914
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- .1 Pursuant to Welfare and Institutions Code Section 11403(a)(2), the per tenant monthly rate may not exceed 70% of the average AFDC-FC payment the county pays to group homes for foster youth 16 to 18 years of age, contingent upon the following conditions:
 - .11 Funding shall be subject to the sharing ratios specified in Welfare and Institutions Code Section 15200.
 - .12 The state portion of the rate shall be subject to the availability of the Transitional Housing for Foster Youth Fund.
 - .13 If the Transitional Housing for Foster Youth Fund is depleted, unless other arrangements have been made with the agency, the county shall pay the state share of the rate in addition to the county share.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403(a)(1) and 15200(c), Welfare and Institutions Code.

30-915	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS COUNTY PLANS	30-915
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- .1 Prior to implementing a THP-Plus plan, the county shall:
 - .11 Provide CDSS with the information required to set the rate pursuant to Section 11-410.2.
 - .12 Develop and submit a plan to CDSS which meets the requirements of Welfare and Institutions Code Sections 16522 through 16522.6 including, but not limited to, the information specified below:

30-915	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS COUNTY PLANS (Continued)	30-915
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- .121 Projected caseload;
 - .122 Modes of service delivery the county intends to use;
 - .123 Estimated per-participant monthly budget which shall not exceed the approved county rate;
 - .124 A plan for providing reports to the Department, including statistical, budgetary, occupancy, and TILP data to CDSS;
 - .125 A plan for providing oversight, evaluation, and monitoring of the programs the county certifies pursuant to MPP Section 30-919;
 - .126 A description of the county's standards for certification of THP-Plus agency programs that, at a minimum, includes the certification standards described in MPP Section 30-920.
- .13 Ensure that each THP-Plus tenant has a STEP/THP-Plus TILP mutually agreed upon, annually reviewed, and updated by the tenant and the county designee.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403.2, 16522, 16522.1, 16522.2, 16522.5, and 16522.6, Welfare and Institutions Code; and Sections 1559.110 and 1559.115, Health and Safety Code.

30-916	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS SERVICE DELIVERY METHODS	30-916
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- .1 Programs certified under these regulations shall be designed to provide a safe and adequate residence and allow participants a maximum amount of independence and self-sufficiency.
- .11 Acceptable residential units include apartments, single family dwellings, condominiums, college dormitories, and host family models.
 - .12 Publicly supervised or privately operated shelters, or other living situations including those with friends, family members and others that provide temporary accommodation are not acceptable.
 - .13 Public or private places not ordinarily used as a regular sleeping area, are not acceptable.

30-916	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS SERVICE DELIVERY METHODS (Continued)	30-916
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- .14 Group homes and other types of licensed residential facilities may not be utilized by a THP-Plus provider as accommodations for emancipated foster youth.
- .2 Counties shall ensure that THP-Plus agencies shall collaborate with counties, social workers/probation officers, ILP coordinators, Student Aid Commission, EDD One-Stop Career Centers, and other agencies and programs to provide support and services to enable the tenants to complete the goals outlined on the STEP/THP-Plus TILP.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403.2 and 1896.6, Welfare and Institutions Code.

30-917	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS TENANT RESPONSIBILITIES	30-917
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- .1 Tenants shall actively pursue the goals of their TILPs as a condition of participation. Also, they must inform the county when changes need to be made on the TILPs that affect payment of aid, including changes in address, living circumstances, education, career, and training programs.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 11403.2(a)(2), Welfare and Institutions Code.

30-918	SUPPORTIVE TRANSITION EMANCIPATION PROGRAM TRANSITIONAL HOUSING PROGRAM (STEP/THP)-PLUS LIVING PLANS	30-918
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- .1 Every tenant shall develop and pursue goals described in a STEP/THP-Plus TILP. This document shall describe a tenant's current level of functioning and contains the educational/vocational or other goals related to self-sufficiency mutually agreed upon by the tenant and the county designee.
- .11 The activities and services described in the STEP/THP-Plus TILP shall be designed to achieve the following goals as needed:
 - (a) Education (literacy, high school diploma/GED, college, and vocational training),
 - (b) Completion of application for college, vocational training program, or other educational or employment program,

30-918	SUPPORTIVE TRANSITION EMANCIPATION PROGRAM TRANSITIONAL HOUSING PROGRAM (STEP/THP)-PLUS LIVING PLANS (Continued)	30-918
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- (c) Gainful employment (career exploration, work readiness skills, employment experience, and job placement and retention),
- (d) Receipt of information regarding various employment and training services provided through the Employment Development Department (EDD) One-Stop Career Centers, and registered at an EDD One-Stop Career Center,
- (e) Development of daily living skills (including household management, budget and financial management skills, knowledge of landlord/tenant issues, self-advocacy skills, credit issues, transitional housing placement program experience, knowledge of how to obtain vital records),
- (f) Knowledge of preventive health activities (including substance abuse prevention, smoking avoidance, nutrition education, pregnancy prevention),
- (g) Acquisition of safe and affordable housing,
- (h) Development of a mentoring relationship with a responsible adult,
- (i) Personal responsibility skills,
- (j) Receipt of important documents, including, but not limited to:
 - (1) Certified birth certificate;
 - (2) Social security card;
 - (3) Identification card and/or driver's license;
 - (4) Proof of citizenship or residency status;
 - (5) Death certificate of parent(s) (if applicable);
 - (6) Proof of county dependency status for education aid applications, school records, immunization records, medical records, and Health and Education Passport.

30-918	SUPPORTIVE TRANSITION EMANCIPATION PROGRAM TRANSITIONAL HOUSING PROGRAM (STEP/THP)-PLUS LIVING PLANS (Continued)	30-918
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- (k) Mental health counseling,
 - (l) Completion of the application for Special Immigrant Juvenile Status (SIJ) pursuant to the 8 Code of Federal Regulation (CFR) Section 204.11 or other naturalization process for undocumented aliens,
 - (m) A driver's license,
 - (n) A work permit,
 - (o) A bank account,
 - (p) Names, phone numbers and addresses of relatives,
 - (q) Completed re-application for Medi-Cal,
 - (r) Information and completed applications for sources of financial support such as emancipation stipends, SSI, TANF, STEP, THP-Plus, scholarships and grants,
 - (s) Referral to appropriate county adult social services agencies, as needed.
- .2 Counties shall review and update the STEP/THP-Plus TILP at least annually.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 11403.2, Welfare and Institutions Code.

30-919	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS REPORTING REQUIREMENTS	30-919
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- .1 Counties shall prepare an annual report on the format required by the Department including, but not limited to, expenditures, occupancy, and STEP/THP-Plus TILP data. Upon request, counties shall also supply information, in addition to that in the annual report, to the Department as needed.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403.2 and 16522.6, Welfare and Institutions Code.

30-920	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS CERTIFICATION STANDARDS	30-920
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- .1 Each THP-Plus agency's program plan shall, at a minimum, ensure that:
- (a) The program will only serve eligible tenants as defined in MPP Section 30-900.13.
 - (b) The program shall not discriminate on the basis of race, gender, sexual orientation, or disability (Welfare and Institutions Code Section 16522.1(a)(1)) and that youth who were wards of the court as described in Welfare and Institutions Code Section 602 and youth receiving psychotropic medications shall be eligible for consideration in the program and shall not be automatically excluded due to these factors.
 - (c) The agency shall, with the assistance of a county designee, assist each tenant to complete the STEP/THP-Plus TILP form designed by the Department.
 - (d) The program describes how it will assist tenants to live independently and to accomplish the goals described in their STEP/THP-Plus TILP.
 - (e) The STEP/THP-Plus TILP is updated at least annually and as needed to reflect necessary changes.
 - (f) Tenants shall be allowed the greatest amount of freedom possible in order to prepare them for self-sufficiency.
 - (g) The housing has reasonable transportation access to schools, employment appropriate supportive services, shopping and medical care.
 - (h) Criminal record clearances shall be required for all agency employees.
 - (i) Programs shall comply with applicable federal, state, and local housing laws and fire clearance requirements.
 - (j) No more than two tenants share a bedroom.
 - (k) Tenants have the right to be free from arbitrary or capricious rules; the right to understand all rules in writing and in appropriate languages and formats, the right to appeal any loss of benefits or services before they are suspended (unless imminent physical harm to someone would result); and the right to a grievance procedure.

30-920	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS CERTIFICATION STANDARDS (Continued)	30-920
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- (l) Tenants' right to confidentiality is respected. This right applies to the dissemination, storage, retrieval and acquisition of identifiable information. The agency shall not release information about a tenant's receipt of services without a written release from the tenant.
- (m) Tenants' right to privacy is respected. Information shall be requested from the tenant only when the information is specifically necessary for the provision of services. Tenants shall not be required to supply information as a condition of obtaining services without written documentation verifying the necessity of the information.
- (n) The functions of property management and service provider shall not be blended. The program plan shall clearly define the roles and responsibilities of each part of the organization.
- (o) The agency shall comply with California landlord-tenant law (Civil Code Section 1940, et seq.) and/or the Transitional Housing Misconduct Act (Health and Safety Code Section 50580, et seq.).
- (p) If medical services are needed by tenants, these services shall be provided by a medical professional or an appropriately licensed (or otherwise legally operating - e.g. county) clinic or adult day health center that may offer services off-site or through a home visit program, including services which are made available on a regularly scheduled basis on-site.
- (q) Tenants are given a choice regarding what services to access and the location of the services (on-site or offsite), as long as the goals of the STEP/THP-Plus TILP are being met.
- (r) The THP-Plus program is clearly distinguishable from those that are required to be licensed as an Adult Residential Care facility under Health and Safety Code Section 1502(a)(1) or Health and Safety Code Section 1503.5(a).
- (s) Applicable provisions of Welfare and Institutions Code Section 16522.1 are incorporated.
- (t) A description of the tenant application process and the selection criteria are included.

30-920	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS CERTIFICATION STANDARDS (Continued)	30-920
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- (u) Any tenant funds retained by the provider on behalf of the tenant shall be deposited in an interest bearing savings account in any bank or savings and loan institution whose deposits are insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. The principal and interest shall be distributed to the tenant when he/she leaves the program, or earlier, if permitted by the THP-Plus program guidelines.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 602, 11403.2, and 16522.1, Welfare and Institutions Code; Sections 1502(a)(1), 1503.5(a), 1559.110, 1559.115, and 50580, Health and Safety Code; and Sections 1940, et seq., Civil Code.

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